



March 28, 2023

ANTONIO P. ABAMO, Ph.D.

Director for Extension
Visayas State University

Dear **Dr. Abamo**,

Greetings!

The **Project Weather and Atmospheric Information Services** (Project WAIS) is set to expand its operation by going into the community for capacity building and information drive activities. Presently, Project WAIS is set to undertake three (3) Memoranda of Agreement between DepEd Baybay City Division, Baybay City Local Government Unit, and the Baybay City Sangguniang Kabataan Federation for the set of activities for implementation this year. With the said expansion of project implementation comes the need for additional equipment and provisions. However, the budget allocation for this year's project implementation is already exhausted for the concurrent activities (as reflected in the Project's Purchase Requests).

Furthermore, the **Climate and Weather Studies Laboratory** (CLAWS Lab), the mother unit of Project WAIS has been granted a new home in the **Regional Climate Change Research and Development Center** (RCCRDC). This collaboration is entered into to further the services offered by both entities.

With the foregoing, I am writing to humbly request the purchase of new equipment for the establishment of CLAWS Lab in RCCRDC. As surmisable, the success of our project heavily depends on having the right tools and resources at our disposal, and unfortunately, we have encountered some unexpected budget shortage. The following are the desired equipment, to wit:

- a. One 100" flat screen Smart TV
- b. One Laptop
- c. One 2.5hp split type air condition
- d. Two Wi-fi modem
- e. One VOIP telephone
- f. Two office table
- g. Two office swivel chairs

Our request finds its merit in ensuring that we continue to deliver high-quality work and meet our project's goals and timelines. The estimated cost of the equipment is Php350,000.00, which was not included in the original budget.

I understand that requesting additional funds may not be ideal, but I assure you that this purchase is critical for the success of our project and the laboratory. We have explored all other options and have determined that purchasing new equipment is the most cost-effective and efficient solution.

May this request merit your kind consideration and positive action. Thank you very much.

Very truly yours,

CHARLINDO S. TORRION
Leader, Project WAIS

Noted by:

JANNET C. BENCURE
Dean. CET